EvCC1050P: MANDATORY REPORTING OF CHILD ABUSE PROCEDURE (EARLY LEARNING CENTER EMPLOYEES)
Original Date: November 1, 2012
Policy Contact: Vice President of Administrative Services

POLICY
It is the policy of Everett Community College that employees, volunteers and students at the Early Learning Center report child abuse as described below.

REPORTING
In any instance when staff, volunteers or students doing observations or practicum work at the Early Learning Center have reason to suspect the occurrence of any physical, sexual, or emotional child abuse or neglect, child endangerment or child exploitation as required under RCW chapter 26.44, a report is filed.

The report must be made the same day, at the first opportunity, directly to Children's Administration, Child Protective Services 1-866-ENDHARM, (1-866-363-4267). The Director of the Early Learning Center or designee is advised immediately that the call will be made, and directly supervises the call. The child is not further questioned by anyone at the Early Learning Center and any direction given by the intake worker is followed. If there is an immediate danger to a child, a report is made to local law enforcement. The Director or designee will contact the Department of Early Learning Child Care licensor immediately after any report.

Documentation of staff and volunteer orientation or training on recognizing indicators of child abuse and neglect are kept in staff files. Regular trainings occur annually.

REPORTERS
Employees, volunteers and students doing their practicum or observations at the Early Learning Center are all considered mandatory reporters, and follow this policy.

ELEMENTS OF REPORT
Signs of child abuse or neglect are recorded on a Department of Early Learning Childcare Injury/Incident Report, which is located in the Early Learning Center office. The report must include as much detail as possible and must include the identity of the accused if known.
Details include:

1. Date and time of calls to Child Protective Services, any law enforcement agency, and the Division of Child Care and Early Learning (licensor)
2. Child's name
3. Child's age/birthdate
4. Child's Address
5. Name and address of parent or guardian or other persons having custody of the child (if known)
6. Any statements made by the child or other family members that led to the report
7. The nature and extent of the injury or injuries, neglect, and/or sexual abuse
8. Any evidence of previous incidences of abuse or neglect including nature and extent
9. Any other information which may be helpful in establishing the cause of the child's injury or injuries, neglect or death and the identity of the perpetrator or perpetrators

RELEVANT LAWS AND OTHER RELATED INFORMATION
RCW 26.44

REVISION HISTORY
Original Date: November 1, 2012
Last Review Date: November 1, 2012

APPROVED BY
VP Staff